

Reunification

NC DPI
School Operations
N.C. Center for Safer Schools
Donna Dougherty 2018

REUNIFICATION IS:

Ensuring each student is reunited with their parent or legal guardian in an safe, efficient, effective and timely manner.

- Essential component of school crisis response is the reunification of students with their parents and legal guardians.
- Crucial as **schools are accountable for maintaining the chain of custody for every student** during and after a crisis
- Critical to help with the reestablishment of social support systems.

Reunification: Is Not



Multi-Hazard Planning

What are different types of hazards that could lead to activating a reunification plan?

- Weather related hazards may require students be held indoor until reunification.
- Threats of violence, bomb threats or fire may require students be evacuated and reunification take place away from the school.

**Your Reunification Plan should be applicable to both
On site (primary) and
Off site (secondary)
Reunification.**

Elements of a Reunification Plan

- Pre-determined Reunification Sites (Primary and Secondary)
- Request Point, Assembly Area and Release Point
- Security's Role (Local Law Enforcement)
- Communications (Technology and Media: PIO)
- Child Nutrition (Food/water)
- Specific Assignments and Training (Share, Explain, Discuss)
- Testing (Practice at both School and District Level)

Reunification Site Selection

Each School should have at least two possible reunification sites.
A **Primary** and a **Secondary** site.

Primary Site: School

Secondary Site is away from the school and Should Not Be:

- To close to the school due to the impact of the incident.
- To far away as it may create transportation issues for both the school system and parents.

The Secondary Site Should Be Selected Base On:

- The size of the location and the number of staff you will need to efficiently and effectively operate the Reunification Plan.
- Can you have adequate traffic control, bus unloading, and parking for parents?
- Communication: Internet access and radio communication
- Ability to manage media access
- Ability to operate three separate areas:
Request Point,
Assembly Area and
Release Point.



Community
Center



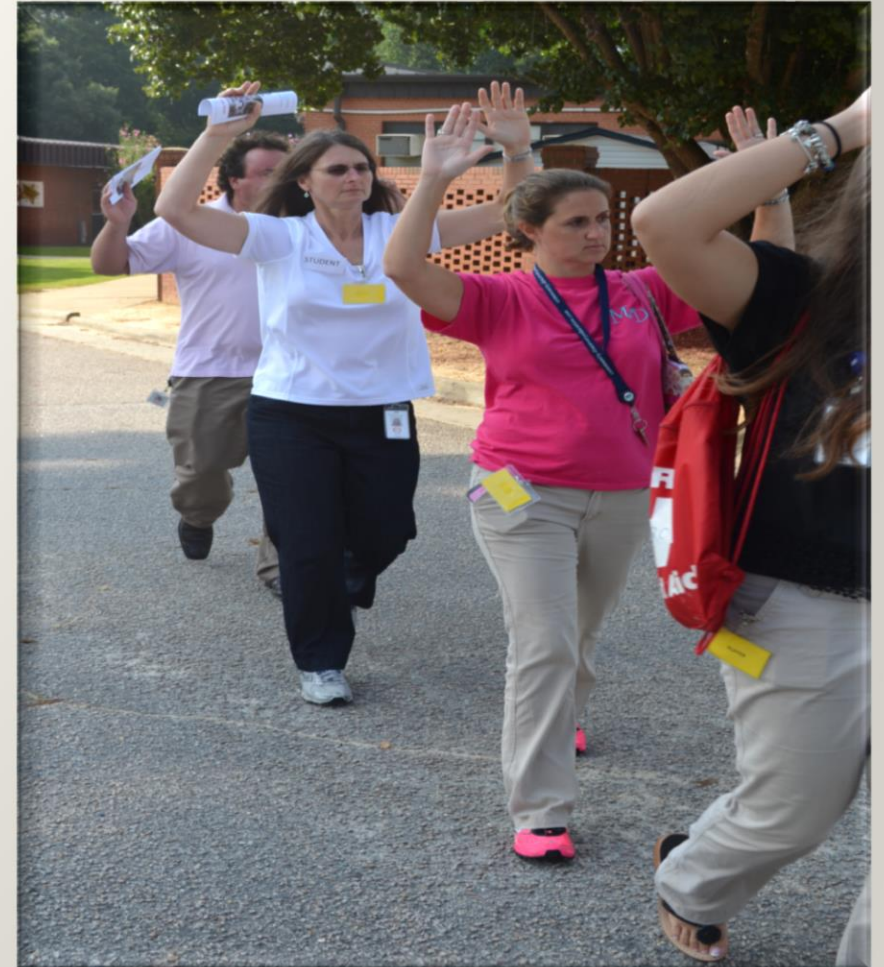
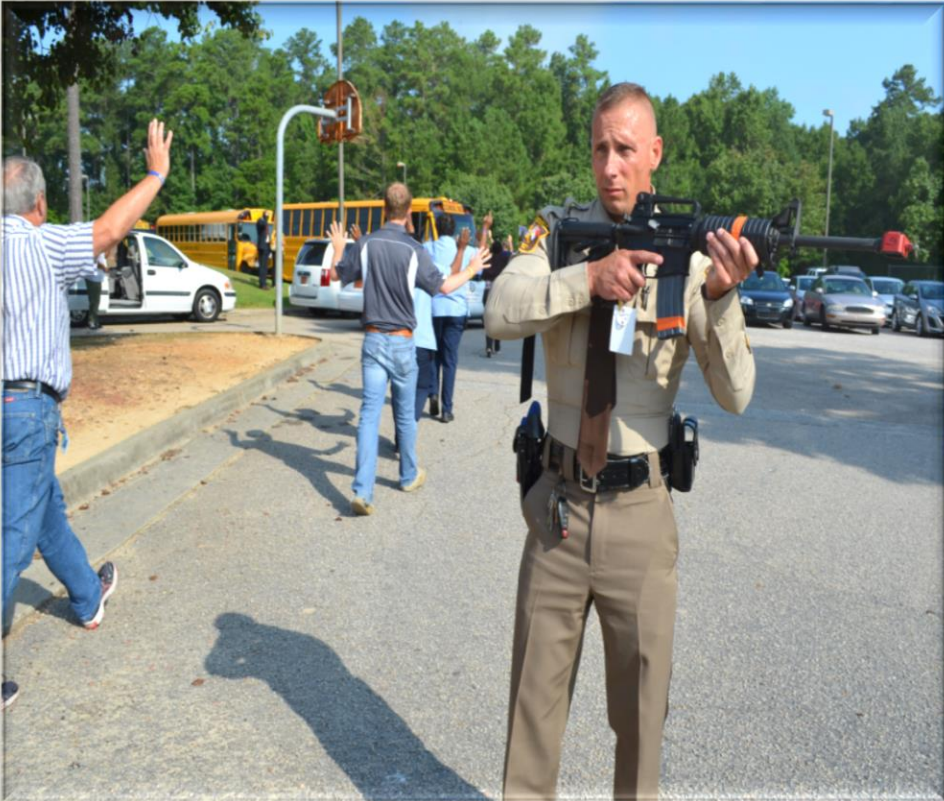
Another School



Church

Evacuation:

What are all of the things that need to happen prior to evacuation?



The Plan

When the scene is cleared by law enforcement what is your plan?

Has the School Board been notified of where they can gather to review information? By whom?

Where is the reunification site?

How will students be transported?

Where will the buses come from?

Who are the bus drivers and how will they be notified they are needed to drive?

Do they know the route to the site? Are directions printed and ready?

How are parents going to be notified of where they can pick up their children?

Who has set up this site prior to students' arrival?

Is the site conducive to having three separate areas?

Who is responsible for each area?

Who notifies everyone involved?

Will there be nurses, counselors, and/or other school personnel?

Does local Law Enforcement and Emergency Management know your plan?

Do local 911 Operators know your plan?

Students have been transported to the Reunification Site



District Level and School Level:

Who set up the Reunification Site?
How did staff know to activate plan?
How did staff know their job responsibilities?
Who is in charge?
Were the resources needed available?
What is the Reunification process?

Now What?





Request Point



Solicitud

Once you arrive at the reunification site, you will report to the **Request Point** and complete the top portion of the Student/Parent Reunification form.



Student/Parent Reunification Form

Runners

Student/Parent Reunification Form

PLEASE PRINT

Box 1 To Be Completed By: <u>Parent/Guardian</u> <u>at Request Point</u>	Student's Last Name: _____ Student's First Name: _____ Grade: _____ Teacher (if known): _____ Name of Adult Picking Up Student: _____ Relationship to Student: _____
Box 2 To Be Completed By: <u>Request Point</u> <u>Staff</u>	Adult Name in PowerSchool or Emergency Card (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No Check one of the Following: <input type="checkbox"/> Photo ID/Driver's License Checked By Staff at Request Point Or <input type="checkbox"/> OK to Verify at Release Point by Student Name/Initials of Request Point Staff Member: _____
Box 3 To Be Completed By: <u>Assembly Area</u> <u>Staff</u>	Check One: <input type="checkbox"/> Sent with Runner <input type="checkbox"/> Absent <input type="checkbox"/> First Aid Room <input type="checkbox"/> Missing Other Notes: _____ Name/Initials of Assembly Staff Member: _____
Box 4 To Be Completed By: <u>Release Point</u> <u>Staff</u>	Name of Adult Picking Up is Same as Box #1: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Photo ID/Driver's License Checked By Staff at Release Point Or <input type="checkbox"/> Verified as in Box #2 Above by Student at Release Point Picture Taken of Student WITH Adult: <input type="checkbox"/> Yes Name/Initials of Assembly Staff Member: _____
Box 4 To Be Completed By: <u>Parent/Guardian at</u> <u>Release Point</u>	Parent/Guardian Signature: _____ Phone: _____ Date: _____ Time: _____



Verification of Student Emergency Contact Information

Runners

Box 2
To Be
Completed
By:
Request Point
Staff

Adult Name in Powerschool or Emergency Card (check one)

☐ Yes ☐ No

Check one of the Following:

☐ Photo ID/Driver's License Checked By Staff at
Request Point

Or

☐ OK to Verify at Release Point by Student
Name/Initials of Request Point Staff Member:

Assembly Area



Runners

Box 3
To Be
Completed By:
Assembly Area
Staff

Check One: ☐ Sent with Runner ☐ Absent
 ☐ First Aid Room ☐ Missing

Other Notes:

Name/Initials of Assembly Staff Member:





Release Point

Box 4
To Be
Completed By:
Release Point
Staff

Name of Adult Picking Up is Same as Box #1: ☐ Yes ☐ No

☐ Photo ID/Driver's License Checked By Staff at
Release Point

Or
☐ Verified as in Box #2 Above by Student at Release
Point

Picture Taken of Student WITH Adult: ☐ Yes

Name/Initials of Assembly Staff Member:

Box 5 To Be
Completed By:

Parent/Guardian Signature:

CHOICES TO MAKE

Do Nothing and Hope Nothing Happens

Do Nothing and Something Happens

Do Something and Something Happens

Do Something and Nothing Happens